

CIVIL SERVICE MEETING MINUTES

September 6, 2018

OPENING 1:00 pm Called to Order

Present: Thomas Majeski, Thomas Kicher, Dawn Snyder, Chief Collins

Thomas Kicker presented an issue regarding an applicant's credentials that are not complete. He suggested that CSC can sign off on this with the provision that the burden of proof is on the applicant. This is before the applicant is on the payroll. Also, the applicant needs verified documents before being hired and these credentials need to be provided at applicant's expense.

Civil Service Regulations need to reflect that applications needs to have verified documents before hired and these need to be provided at the applicant's expense

The concern that there is no Law Director with the City to assist the CSC in determining the legality of proposed regulations.

Chief Collings explained the hiring sequence of new applicants for Police Department positions. After the conditional offer, then the varied tests will be administered..

Also, it was determined that that dates indicating age is to be eliminated from the application. It will be noted that there is a minimum age of 18 for hiring and that, if under age 18, permit is needed. This applies to all City of Willoughby Hills open positions. Thomas Majeski will change the application, so as to reflect the Law regarding age discrimination. This change will have to be reviewed by a Law Director.

Chief Collins, also, requested that the current hire list be eliminated.

A new advertisement will be put forth for new applicants for the Police Department. The Police exam will be given in January, 2019.

Thomas Kicher suggested a procedure change for the the initial meeting with a candidate before proceeding with the process, to include reviewing the checklist of needed documents so as to clarify, for applicant what verified documents need to be submitted, and this is at the applicant's expense.

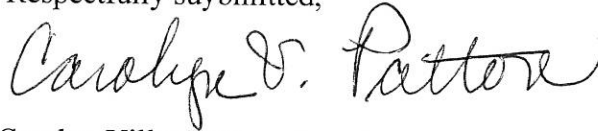
Dawn Snyder indicated that this initial meeting would be most helpful to her in gathering the documented documents , in a timely manner. The problem is that candidates or references do not respond, after reminders.

The disclaimer needs to be included, that the applicant need not provide certain information regarding dates. However, if hired, the applicant needs to be prepared to present information regarding Certification, dates of Education, work history, etc.

The date of the next meeting will be set soon.

A motion to adjourn was made by the Secretary and seconded by those present.

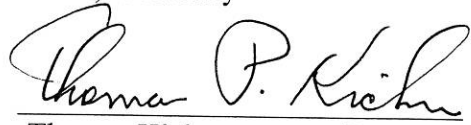
Respectfully submitted,



Carolyn Villar Patton, Secretary


Thomas Majeski
Chairman

2/4/19
Date


Thomas Kicher
Vice Chairman

2/4/19
Date